

Central Intelligence Agency



Washington, D. C. 20505

DDA 83-1758/1

21 JUL 1983

DD/A REGISTRY
FILE: 45-1

Mr. William F. Madison
Acting Regional Administrator
General Services Administration
Washington, D.C. 20407

Dear Mr. Madison:

This letter is to confirm telephonic arrangements of our meeting on Tuesday, 9 August 1983, at 1400 hours at the CIA Headquarters Building to discuss services available to us from the General Services Administration.

Sincerely,

/s/ James H. McDonald

for Harry E. Fitzwater
Deputy Director
for
Administration

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REMARKS

1/2: I doubt that they are really serious — just like the last time



Meeting scheduled for 9 Aug at 1400 hrs.



20301

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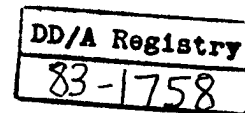
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JUL 9 1983



Mr. Harry E. Fitzwater
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Fitzwater:

In an effort to improve customer relations between the General Services Administration (GSA) and your agency, and to increase the efficiency of services to you, I would like to make arrangements to visit you in the near future.

Topics of discussion will be centered around the services that are available to you from GSA, and any problems that you may have. Please advise Mrs. Florence C. Robinson, of my staff of the name of the applicable representative of your agency that she should contact to make arrangements for this visit.

GSA, National Capital Region (NCR) has very viable programs that can be utilized by you in your effort to increase the overall dollars being saved by the Federal Government. For example, our Federal Supply and Services program provides furniture, property rehabilitation, transportation, tools, office equipment, and thousands of other items for use in performing your daily functions. Our Public Buildings Service is responsible for ensuring that space is properly controlled and that proper maintenance and protection is performed in Federal space. Information Resources Management provides telecommunications and technical services to all agencies using the GSA consolidated Centrex System. Our goal, very simply is to enable you to carry out your mission in the most efficient and cost effective manner possible.

If you or a member of your staff encounter any major problems within NCR that require immediate attention, please feel free to call Mrs. Florence C. Robinson for resolution. She can be reached on ~~PTS~~ 472-1466.

Sincerely,

WILLIAM F. MADISON
Acting Regional Administrator

472/100
JMB

- C/Supply Div
C/Proc. Div
C/Recd
C/LSD
D/L

83-1758



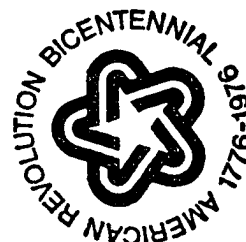
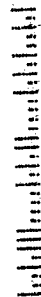
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Mr. Harry E. Fitzwater
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

7/14



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REMARKS

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